

**Bus. 51 – INTRODUCTION TO BUSINESS**



Instructor: *Nancy Maloney-Mercado*, General Business Instructor

Phone: 408-741-2045 x3578

E-Mail: [Nancywvm@comcast.net](mailto:Nancywvm@comcast.net)

**Required Course Text EXCELLENCE IN BUSINESS, REVISED EDITION 3E by Bovee , Thill, and Mescon. Possibility of one field trip; to be announced.**

**Class meets at West Valley on Tuesday, 6:50 p.m. – 10:00 p.m. in Fox Building 104**

**Reading/Assign; Questions 4 Analysis**

**Reading/Study Assignment**

August 31 Introduction, Read Chapter 5, **answer in writing all Questions for Analysis**

Nov. 2 **TEST 3. CHS.: 7, 8, 10, and 12 (100 PTS.)** Scantron, #2 pencil, and blue book

Sept. 7 Read Chapter 1; Questions for Analysis

Nov. 9 Read Chapter 13; Questions for Analysis

Sept. 14 Read Chapter 2; Questions for Analysis  
Choose a company or a business person to follow.

Nov. 16 Read Chapter 15; Questions for Analysis

Sept. 21 Read Chapter 3; Questions for Analysis

Nov. 23 Read Chapter 6; Questions for Analysis

**Sept. 28 TEST 1: Chapters: 1, 2, 3, and 5 (100 pts.) Bring in an 882 Scantron; #2 pencil, and a Blue Book. (Take home test is Test 2 on: ch. 4 and 9; it is due next week) (25 pts.)**

Nov. 30 **TEST 4. CHS.; 13, 15, and 6 (50 PTS.) Scantron, #2 pencil, and blue book. Your final test will only cover one chapter.**

Oct. 5 Read Chapter 7; Questions for Analysis

Dec. 7 Draft of report due; lecture on Ch. 18

Oct. 12 Read Chapter 8; Questions for Analysis

Dec. 14 Report Presentation; Final, Test 5 on Ch. 18 (25 Pts.) Blue Book.

Oct. 19 Read Chapter 10; Questions for Analysis

Grades will be posted online on Web Adviser

Oct. 26 Read Chapter 12; Questions for Analysis;  
Do you have all your three vocabulary terms applied to the company or business person covered for the last four chapters? Hand in any makeup work before test is administered next week.

Points to earn: Test 1—100 pts., Test 2—25 pts., Test 3 –100 pts., Test 4—50 pts, Test 5 Final 25 pts. Summary—25 pts., Report—100 pts., and homework, classroom participation, and attendance—100 pts. Total 500 points

Study all the required chapters by the final date, independent of the lecture pace. Do not forget this! The above schedule is your required reading and study schedule. You can read and study ahead of the schedule. However, the schedule is subject to change if needed.

**SPECIAL NOTES:**

1. No video and/or no audio (tape) recording of lectures without prior written permission of instructor.
2. Any cheating and plagiarism is an automatic “F” in this course. The teacher has the option to assign the student an “F” grade for the course for student violations of the “Code of Student Conduct” as published in the West Valley College Catalog, and Schedule of Classes under “Student Responsibilities and Rights.”
3. You can easily e-mail me with any questions or comments.
4. If you have a problem or a grievance, talk to your teacher first. No exceptions to this rule. No matter what happens.....**Always keep your teacher informed... I really care; I am getting paid to make YOU successful in this business course. If you are successful, so am I.**

**This is a required first course for all business majors, and it should be taken within the students’ first year as a business major. The course is acceptable for three transfer credits to California State University. Dropping the course is the students’ responsibility, not the instructor’s.**

**WRITING ASSIGNMENTS will demonstrate the students’ ability to apply skills learned in the course. Writing opportunities include the following: group projects, discussion questions, summaries, case studies, and one report.**